



"Paperwork: What To Do, When"



	Microsoft Word	SWSS
Denial Categories 4 & 5	2.) DHS 154 – Investigation Summary (includes the conclusion)	1.) Initial Safety Assessment 3.) Case Disposition (Deny) 4.) Report Generation Menu <ul style="list-style-type: none">• DHS 133• DHS 2070• Initial Service Plan (face sheet)• Referral Source letter – 2 copies (if applicable) DHS 133 & 2070 to CIMS for input AFTER the DHS-154 is completed in Word Your county may require supervisory approval first 5.) Referral Source Letter is mailed. 6.) Packet the case folder & give to supervisor for approval.
Case Opening Categories 1 & 2	2.) DHS 154 – Investigation Summary (minus the conclusion; must do SDM in SWSS first to determine category) 5.) Finish the conclusion on the DHS 154 7.) DHS 151 – Services Agreement	1.) Initial Safety Assessment 3.) Case Disposition (Open) 4.) Initial Assessment of Abuse & Neglect (includes Risk, Needs/Strengths Assessments and comments) 6.) Report Generation Menu <ul style="list-style-type: none">• DHS 5S (to open case)• Perpetrator Notification Letter – 2 copies• DHS 2070• Initial Service Plan (face sheet, Risk, Needs/Strengths)• Referral Source letter – 2 copies (if applicable) DHS 5S & 2070 to CIMS for input AFTER the DHS-154 is completed in Word. Your county may require supervisory approval first 8.) Mail Referral Source & Perpetrator Notification letter(s) 9.) Packet the case folder & give to supervisor for approval

<p>Option 1</p> <p>Open / Close</p>	<ol style="list-style-type: none"> 1.) SWSS Safety Assessment (services do not need to be monitored) 2.) DHS 154 – Investigation Summary (minus conclusion) 3.) Case Disposition (Open) 4.) SWSS Initial Assessment of Abuse & Neglect (includes Risk, Needs/Strengths Assessments and Comments) 5.) Finish conclusion on DHS–154 (document reason why open/close) 6.) DHS 123 – Referral to Community Based Services (no CPS follow up) 7.) SWSS Case Closing screens (Services Menu) 8.) SWSS Report Generation Menu <ul style="list-style-type: none"> • DHS 5S (Submit to Open; once opened, submit another 5S to close) • DHS 2070 (write "Open/Close") • Initial Service Plan (face sheet, Risk, Needs/Strengths Assessments) • Referral Source letter (if appropriate) <p>DHS 5S & 2070 to CIMS for input AFTER the DHS-154 is completed in Word. When all paperwork is complete, packet case folder and submit to supervisor.</p>	<p>No further contact with the family is necessary</p>
<p>Option 2</p> <p>Monitor for up to 90 days - reassess and close</p>	<ol style="list-style-type: none"> 1.) SWSS Safety Assessment (services need to be monitored) 2.) DHS 154 – Investigation Summary (minus conclusion) 3.) Case Disposition (Open) 4.) SWSS Initial Assessment of Abuse & Neglect (includes Risk, Needs/Strengths Assessments and Comments) 5.) Finish conclusion on DHS–154 6.) DHS 123 – Referral to Community Based Services (CPS follows up) 7.) SWSS Report Generation Menu <ul style="list-style-type: none"> • DHS 5S (to open case) • DHS 2070 (to open) • Initial Services Plan (face sheet, Risk, Needs/Strengths Assessments) • Referral Source letter (if appropriate) <p>DHS 5S & 2070 sent to CIMS for input AFTER DHS 154 is completed in Word.</p> <p style="text-align: center;">MONITOR!</p>	<p>During the time period being monitored, have face to face contacts with all appropriate household members depending on the SWSS/SDM Risk level</p> <p>Up to 90 days from referral date:</p> <ol style="list-style-type: none"> 8.) Do SWSS Safety Reassessment 9.) Do SWSS Reassessment of Abuse/Neglect (includes Risk, Needs/Strengths Reassessments and comments) <p>**If NO upward change in Risk level: CLOSE the case**</p> <ol style="list-style-type: none"> 10.) DHS 152 – USP/Closing Report 11.) SWSS Case Closing screens (Services Menu) 12.) SWSS Report Generation Menu <ul style="list-style-type: none"> • DHS 5S (to close) • USP (face sheet, Risk, Needs/Strengths Reassessments) • DHS 2070 (to close) <p>DHS 5S & 2070 sent to CIMS for input AFTER DHS 152 is completed. When all paperwork is complete, packet the case folder and submit to supervisor.</p>
<p>Option 3</p> <p>Monitor for up to 90 days - reassess and open</p>	<p style="text-align: center;">SAME AS OPTION 2 MONITOR!</p>	<p>**If upward change in Risk level: ELEVATE the risk level**</p> <ol style="list-style-type: none"> 10.) DHS 152 – USP 11.) SWSS Report Generation Menu <ul style="list-style-type: none"> • DHS 5S (any case changes, re-determination date) • Perpetrator Notification Letter(s) • USP (face sheet, Risk, Needs/Strengths Reassessments) • DHS 2070 (to indicate increased risk/category, and to list perpetrators on Central Registry) 12.) DHS 151 (Service Agreement) <p>DHS 5S & 2070 are sent to CIMS for input AFTER DHS 152 is written.</p> <p style="text-align: center;">***Do another USP 180 days after the referral date***</p>

